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FIGURE 19. DUTIES AND RESPONSIBILITIES - MAINTENANCE MANAGER
Reference: FAR Sections 145.35, 145.37, 145.39, 145.45, 145.47, 145.55, 145.57, 145.59, and 145.61.

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<p><u>MAINTENANCE MANAGER</u></p>	
<p>The maintenance manager is responsible to the general manager for the operation of the repair station.</p>	
<p>In addition, the maintenance manager is responsible for:</p>	
<ol style="list-style-type: none">1. Training and assisting subordinates in the proper work procedures and practices to be followed.2. Maintaining all hangar and shop equipment and tools in a serviceable working condition, assuring that periodic checks and calibrations are made on special tools and test equipment, and that current records are maintained of those tests and calibrations.3. Ascertaining that all necessary maintenance entries on maintenance forms and work orders used by the repair station are properly executed by the responsible mechanics.4. Maintaining the premises of the repair station in a clean and orderly manner.5. Initiating purchase requisitions for stock as required.6. Assuring that the personnel in the maintenance department do quality work.7. Conducting periodic drills for the purpose of indoctrinating personnel in the proper use and location of fire fighting equipment, and checking the equipment periodically for serviceability and adequacy.	
<p>APPROVED: <u>J. M. Bono</u> General Manager</p>	

FIGURE 19. DUTIES AND RESPONSIBILITIES - MAINTENANCE MANAGER (CONTINUED)

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MAINTENANCE MANAGER (CONTINUED)

8. Indoctrinating the personnel in observing the safety precautions relevant to the functions for which they may be utilized.

9. Making available to the departments under the maintenance manager's control the required technical data on all aircraft, engines, and appliance, for the maintenance accomplished and keeping the data current with latest revision. The data will include manufacturers' maintenance and overhaul manuals, service bulletins, parts specifications, related Federal Aviation Administration approved data, and any other technical data used by the repair station.

10. Assuring the proper handling of all parts while in repair process and when work is completed.

11. Maintaining the preservation of all units or parts during the work process, installation and storage.

Note: The maintenance manager may delegate all duties to any qualified assistant as necessary, however, such delegation does not relieve the maintenance manager of the overall responsibilities.

APPROVED: J. M. Bono
General Manager

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FIGURE 20. DUTIES AND RESPONSIBILITIES - AVIONICS MANAGER

Reference: FAR Sections 145.35, 145.37, 145.39, 145.45, 145.47, 145.57, 145.59 and 145.61.

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AVIONICS MANAGER

The avionics manager is responsible to the general manager for the overall operation of the avionics department.

In addition, the avionics manager is responsible for:

1. The planning, direction and coordination of activities within the department, and the planning of its activities in conjunction with other departments, as required.
2. Assuring that the repair and overhaul of all articles and components within the avionics manager jurisdiction is accomplished within the authority of the repair station and that the work is inspected by the inspection department.
3. Training and assisting subordinates in the proper work procedures and practices to be followed.
4. Making available to the avionics department the required technical data on all articles overhauled or repaired by the avionics department and keeping the data current with latest revisions. The data will include manufacturers' overhaul manuals, service bulletins, parts specifications, related Federal Aviation Administration approved data and any other technical data used.
5. The maintenance of all avionics department equipment and tools in a serviceable working condition, assuring that periodic checks and calibration are made on test equipment and that current records are maintained of those tests and calibrations.
6. Ascertaining that all necessary maintenance entries on maintenance forms and work orders used by the repair station are properly executed by the responsible technicians.
7. The quality of work performed by the personnel in the department.

APPROVED: D. M. Boso
General Manager

FIGURE 20. DUTIES AND RESPONSIBILITIES - AVIONICS MANAGER (CONTINUED)

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AVIONICS MANAGER (CONTINUED)

8. The proper handling of all parts while in repair process through the avionics shop and when work is completed.
9. The preservation of all units or parts during process through the avionics shop and when work is completed.
10. To insure that the maintenance of the avionics department premises are kept in a clear and orderly manner.
11. Initiating purchase orders for stock as required.
12. The maintenance of all avionics department records.

Note: The avionics manager may delegate all duties to any qualified assistant as necessary, however, such delegation does not relieve the avionics manager of the overall responsibilities.

APPROVED: J. M. Bore
General Manager

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FIGURE 21. DUTIES AND RESPONSIBILITIES - STOCKROOM MANAGER
Reference: FAR Sections 145.35 and 145.37

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STOCKROOM MANAGER

The stockroom manager is responsible to the general manager for the operation of the stockroom.

In addition, the stockroom manager is responsible:

For identifying, controlling, segregating, and maintaining all stock and tools to a serviceable or unserviceable category as designated by the chief inspector.

For the preservation of all articles or parts, while carried in inventory, including parts that are subject to deterioration and shelf-life specifications.

For controlling the inventory.

For distributing to all pertinent departments any miscellaneous technical information, etc., which is received by the stockroom.

For ascertaining that a sufficient supply of fire fighting and safety equipment is provided for use at fire stations in hangars, shops, ramps, and vehicles and for their replacement after use.

The stockroom manager may delegate to any qualified assistant as necessary, however, such delegation does not relieve the stockroom manager of the overall responsibilities.

APPROVED: J. M. Boco
General Manager

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FIGURE 22. SECTION V - INSPECTION SYSTEM COVER PAGE.

NOTE: This section contains some areas that may be considered in excess of minimum FAR requirements. In order to produce satisfactory quality control those additional procedures were required.

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SECTION V
INSPECTION SYSTEM

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FIGURE 23. INSPECTION SYSTEM AND INSPECTION PERSONNEL.

Reference: FAR Sections 145.45, 145.45(a), (b), (1), (2), (3) and 145.59(b). All inspectors should be certificated in accordance with FAR Part 65.

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<u>INSPECTION SYSTEM</u>	
<u>GENERAL</u>	
<p>The chief inspector is responsible to the general manager for full compliance with all procedures outlined in this system as appropriate to any item being inspected, repaired, overhauled or altered by the repair station. The airworthiness of those items and compliance with record requirements of the operators of those items and of the repair station, depends upon conformity to the procedures of this system.</p>	
<u>INSPECTION PERSONNEL</u>	
<p>Inspection personnel are required to be thoroughly familiar with all inspection methods, techniques and equipment used in their area of responsibility to determine the quality of airworthiness of an article undergoing maintenance, repair or alterations. All personnel must also maintain proficiency in the use of the various types of inspection aids to be used for inspection of the particular items undergoing inspection. Available to all inspection personnel are current specifications involving inspection tolerances, limits, and procedures as set forth by manufacturer of the product undergoing inspection and other forms of inspection information such as FAA airworthiness directives, manufacturers bulletins, etc. A file of maintenance manuals, engineering letters, service letters, FAA regulations, etc., are maintained in the inspection office.</p> <p>Inspection personnel assigned to repair station operations are required to familiarize themselves with FAA regulations applicable to such operations with particular emphasis on the following:</p> <ul style="list-style-type: none">FAR Part 21 - Certification Procedures For Products And PartsFAR Part 23 - Airworthiness Standards: Normal, Utility And Acrobatic Category AirplanesFAR Part 25 - Airworthiness Standards: Transport Category AirplanesFAR Part 39 - Airworthiness Directives	
APPROVED: <u>J. M. Bono</u> General Manager	

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FIGURE 23. INSPECTION AND INSPECTION PERSONNEL (CONTINUED)

<p>(NAME OF COMPANY)</p> <p><u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u></p> <p>Section: V Page No: 2 Title: Inspection System Issue Date: 7/1/78</p> <p><u>INSPECTION PERSONNEL (CONTINUED)</u></p> <p>FAR Part 43 - Maintenance, Preventive Maintenance, Rebuilding and Alteration</p> <p>FAR Part 45 - Identification And Registration Marking</p> <p>FAR Part 65 - Certification: Airmen Other Than Flight Crewmembers</p> <p>FAR Part 91 - General Operating And Flight Rules</p> <p>FAR Part 145 - Repair Stations</p> <p>FAR Part 121 - Certification and Operations: Domestic, Flag, and Supplemental Air Carriers and Commercial Operators of Large Aircraft</p> <p>FAR Part 125 Certification and Operation Rules for Certain Large Airplanes</p> <p>FAR Part 135 - Air Taxi Operators And Commercial Operators</p> <p><u>INSPECTORS, MECHANICS AND SUPERVISORS</u></p> <p>All supervisors, inspectors and mechanics are required to be thoroughly familiar with the requirements of this manual, FAA regulations, airworthiness directives and advisory circulars, manufacturers service letters and bulletins and engineering orders. The basic inspection system requires mechanics to sign their last name for work performed by them prior to submitting the item to inspectors for final acceptance. Inspectors will indicate their acceptance of work performed with the application of the inspector's acceptance stamp next to the item on the work forms. See Section VI of this manual for sample forms and instructions for their use.</p> <p>APPROVED: <u>D. M. Bono</u> General Manager</p>	
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FIGURE 24. INSPECTION CONTINUITY

Reference: FAR Sections 145.45(f) and 145.61. This section should show by title, who performs the inspection, the forms to be used, and disposition of the records. The inspection continuity should encompass incoming materials, preliminary hidden damage and final inspection where applicable. It should include items as they progress through various stages of repair, overhaul or modification, including other inspections, test and calibrations (Rockwell Hardness Test, Magnflux, Ultrasonic X-ray, etc.), adjusting or calibrating VOR, DME or ILS equipment. It should establish a system for passing along the continuity of inspection and other maintenance from one shift or person to another. It should reference manufacturer's inspection standards for the maintenance of the particular items.

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CONTINUITY OF INSPECTION RESPONSIBILITY

Through a "Line of Succession" list maintained by the chief inspector, his duties are assured of performance as "Acting Chief Inspector."

A status book will be provided in the hangar and each shop in which a status report will be left by each of the inspectors leaving the job before completion of a project, for information to the succeeding inspector. Its purpose is to assure a continuing inspection responsibility for in-progress work inspections.

All forms upon which work performed is listed have been designed to show the name of the mechanic, or repairman who performs the work (or supervises it) and the name of the inspector inspecting that work.

A project involving work other than inspection only, may not be approved for return to service unless it has been cleared by the chief inspector as satisfying the requirements of FAR 145.61, and 145.59(a).

Samples of work forms, inspection forms, and instructions for completing them, are contained in Section VI of this manual.

APPROVED: J. M. Bove
General Manager

FIGURE 25. INCOMING MATERIALS

Reference: FAR Section 145.45(c). This section should explain how compliance is shown, how the inspections are recorded, classification of incoming materials, including checks for damage, preservation and shelf-life, identification of parts by part number, and the person responsible to perform the inspection (by title). In addition, it should describe the action to be taken when materials received do not meet specifications.

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<u>PARTS RECEIVING POLICY</u>	
<p>The chief inspector of the repair station (or designee) is responsible to see that all incoming materials, AN or MS and other hardware, parts, component, equipment and other products procured for use by the repair station are subject to receiving inspection to assure conformance to part number, purchase order and/or other applicable specifications. A record of such inspections will be recorded on repair station Form No. 214, Receiving Inspection. Any products that fail to meet applicable specifications will be red tagged as unserviceable, listing the discrepancy and be returned to the stockroom manager for return to vendor. To preclude those parts from being used, the stockroom manager will place such items in the locked holding area until they are repacked for shipping back to the vendor.</p>	
<u>GENERAL TEST REQUIREMENTS:</u>	
<ol style="list-style-type: none">1. New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar FAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications, require a visual receiving inspection.2. Any repaired or overhauled components received from an FAA certificated repair station do not normally require more than a visual receiving inspection before being returned to service. Repaired or overhauled components that are received from other than an FAA certified repair station, in addition to the normal receiving inspection, will be functionally checked before being returned to service.3. All components requiring a functional check are routed to the proper repair station shop for the accomplishment of this check.	
<p><u>NOTE:</u> Functional checks are performed in accordance with instructions contained in the appropriate manufacturer's publications. However, if such specific instructions are not available, functional check requirements will be determined by the chief inspector, and issued on a form to provide a means of recording compliance therewith.</p>	
<p>APPROVED: <u>J. M. Bras</u> GENERAL MANAGER</p>	

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FIGURE 25. INCOMING MATERIALS (CONTINUED)

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<u>PARTS RECEIVING POLICY (CONTINUED)</u>	
<p>NOTE: Functional checks are performed in accordance with instructions contained in the appropriate manufacturer's publications. However, if such specific instructions are not available, functional check requirements will be determined by the chief inspector, and issued on a form to provide a means of recording compliance therewith. If suitable test facilities are not available in repair station, components may be functionally checked in the aircraft. In any case, all functional checks must be monitored and recorded by the chief inspector or designee.</p>	
<p>4. The Supervisor - Quality Control may request a functional check of any component overhauled or repaired by any agency, when of the opinion that such a check is required in order to return the component to service.</p>	
<p>5. All adhesives, sealers, primers, finishing and other materials having limited shelf-life are identified by material control labels showing the expiration date of the shelf-life as established by applicable specifications. Inspectors and mechanics will dispose of any materials found in the shop or store rooms without such identification or with expired shelf-life.</p>	
<p>6. The detailed functions of material inspection are covered by the manufacturer's quality assurance directive and inspection bulletins which will be used to implement the operation of the repair station with respect to the control and identification of materials, parts and equipment received for direct use in the repair station. All parts new or overhauled purchased from vendors will be checked for proper approval documentation prior to release for installation by the repair station.</p>	
<p>APPROVED: <u>J. M. Boro</u> General Manager</p>	

FIGURE 26. WORK ORDER

Reference: FAR Section 145.61. The work order should have an identification number, show the name of the repair station, address and the FAA assigned repair station number. It should show the customers name and address, complete identification of the items worked on, detailed instructions for work to be accomplished and space or reference instructions for work to be accomplished. For the work accomplished sign off space for mechanics and inspector. And instructions for sign off of work as acceptable to the company.

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 <u>WORK ORDER</u>	
<p>Upon receipt of a work request for maintenance or alteration on an airframe, engine, accessory, propeller, instrument, radio or a product requiring a specialized service covered by the repair station certificate, the maintenance department will issue a (name of company) Repair Station Work Order Form 1234 to authorize that work to be accomplished. The form is prenumbered and that number will be the basic reference for the product's maintenance record. The work order will specify the work to be accomplished. The work order will be supplemented as necessary with detailed inspection instructions along with applicable forms, to assure proper inspection and repair of the unit involved. The number of additional forms used will be identified on the work order. The original of the printed and numbered work order form will be retained in the maintenance manager's office.</p> <p>A logbook will be maintained in the maintenance manager's office for recording each work order in numerical order, identifying the customer, the product for which it was issued along with the manufacturer serial number, special instructions and the work accomplished.</p> <p>It will be the responsibility of the respective shop manager and chief inspector to assure that proper supplemental instructions are furnished to assure proper progressive servicing, inspection and testing of the product involved.</p> <p>Mechanics will enter work accomplished and use last names to sign off that work on the form. Inspectors will use their inspection stamp to sign off inspections. A list of inspectors and stamp numbers are contained in this manual under Section II, Page 2.</p> <p>See copy of work order and supplemental forms in Section VI of this manual.</p>	
<p>APPROVED: <u>J. M. Bred</u> General Manager</p>	

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FIGURE 27. RECORD OF WORK

Reference: FAR Section 145.61. A copy of the work order with all attachments should be on file as a permanent record of all work accomplished. The record should reflect the signature of each mechanic and inspector that performed maintenance on each unit. It should reflect exactly what work was accomplished. It should show all of the parts used. The records should be maintained for a period of not less than two years.

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RECORD OF WORK

A detailed record shall be kept of all work performed by the repair station. A copy of each Work Order Form 1234 with all attached supplementary form(s) will be maintained in the repair station records section. A separate file area is provided for all paper work associated with the repair station's work activities. Each work record is checked by an inspector for work accomplished, parts used, signature of mechanic and inspectors who performed maintenance. Records are maintained in active file for two (2) years then transferred to dead storage for 5 additional years.

APPROVED: S. M. Bono
General Manager

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FIGURE 28. PRELIMINARY INSPECTION.

Reference: FAR Sections 145.2 and 145.45(d). This information should indicate who is to perform the inspection, the method of inspection and any special testing requirements. Instructions should include the type of form to be used, how defects noted are recorded and the requirement to make them part of the work order.

<p>(NAME OF COMPANY)</p> <p><u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u></p> <p>Section: V Page No: 8 Title: Inspection System Issue Date: 7/1/78</p> <p><u>PRELIMINARY INSPECTION</u></p> <p>The Chief Inspector of the repair station is responsible for the performance of appropriate inspections including functional and nondestructive tests to assure that all units delivered to the repair station for maintenance, alteration or repair under the privileges of the repair station certificate are subjected to a preliminary inspection to determine the state of preservation and any defects on the items involved. This inspection will be recorded on the Preliminary Inspection Form 567 with any discrepancies noted and the form must be attached to the work order identified with the unit involved. It will remain with the applicable inspection records until the unit is released for service. Appropriate supplemental forms will be used to record the results of functional and nondestructive tests. Those forms will show the work order number and will be routed attached to the work order.</p> <p>Before any work is begun, the Chief Inspector will, in the case of work to be performed for an air carrier under the continuous airworthiness requirements of FAR Parts 121, 125, 127, or 135, make sure that all necessary current information and specifications are included or referred to in the work instructions that are to accompany the article through the repair station, and that the work is done in accordance with the air carrier's manual.</p> <p>APPROVED: <u>J. M. Boon</u> General Manager</p>

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FIGURE 29. HIDDEN DAMAGE INSPECTION

Reference: FAR Section 145.45(e). This section should describe who is to perform the inspection (by title), the depth (should include areas adjacent to obviously damaged members or components), how the inspection will be recorded, the recording and handling of any defects noted and the requirement to make the inspection a part of the work order.

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INSPECTION FOR HIDDEN DAMAGE

The preliminary inspection is not limited to the area of obvious damage or deterioration but includes a thorough and searching inspection for hidden damage in areas adjacent to the damaged area and/or in the case of deterioration, a thorough review of all similar materials or equipment in a given system or structural area. The scope of this inspection will be governed by the type of unit involved with special consideration accorded previous operating history, Malfunction or Defect Reports, service bulletins and AD notes applicable to the unit involved. The inspector is responsible for listing all discrepancies noted during inspection on the work order prior to release for return to service. See Section VI of this manual for proper forms and instructions for using them.

APPROVED J. M. Boaz
General Manager

FIGURE 30. RECORD OF INSPECTION

Reference: FAR Sections 145.59(a), 145.59(d) through (f) and 145.61.
This section should explain how the results of required inspections are recorded and made part of the applicable work order.

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PROGRESSIVE INSPECTION

Authorized inspectors will be assigned to make inspections at various stages of teardown, overhaul, and repair of all units or components received by the repair station for service. Progressive inspections are accomplished with a frequency determined by applicable manual recommendations and/or repair station originated work forms.

MAJOR REPAIR AND ALTERATION AIRCRAFT AND COMPONENTS

Following the preliminary inspection, additional records may be prepared by the inspection department to provide a comprehensive historical record of the work performed. These records will contain work orders, service bulletins, AD notes, service letters, type of inspection, detailed figures related to functional tests and special nondestructive tests to be accomplished. The approved engineering or other approved technical data authorizing the repair or alteration will be clearly indicated. Where special drawings are made to cover specific repair conditions, a copy of the drawing will be included in the aircraft records.

Units removed from the aircraft will be tagged with the appropriate inspection identification tag listing the aircraft serial number, unit serial number and reason for removal.

No item removed and tagged as above described will be reinstalled unless the unit is cleared as "serviceable" by inspection.

REPAIR, ALTERATION AND OVERHAUL ACCESSORIES AND APPLIANCES

Self-contained accessory and appliance units such as actuators, pumps, valves, generators, etc., which, after preliminary inspection, have been established as eligible for overhaul or repair, will be identified with a green repairable part tag with appropriate repair instructions entered on the face of the tag, as authorized by the work order. No such unit shall be approved for returned to service without a maintenance release tag authorizing its return to service.

APPROVED: *J. M. Bero*
General Manager

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FIGURE 30. RECORD OF INSPECTION (CONTINUED)

<p>(NAME OF COMPANY)</p> <p><u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u></p> <p>Section: V Page No: 11 Title: Inspection System Issue Date: 7/1/78</p> <p><u>INSPECTION PROCEDURES</u></p> <p>The Chief Inspector is responsible for the complete and efficient performance of inspections assigned to the repair station to assure inspection acceptance in accordance with manual specifications or other approved technical data.</p> <p>Shop supervisors are responsible for the accomplishment of all work in accordance with manual specifications or other approved technical data. The work done under the repair station's Limited Rating- Specialized Service Nondestructive Inspection by X-ray, magnetic particle, eddy current or ultrasonic must be accomplished in accordance with the (name of company) FAA approved process specification NDT-1 dated 7/1/78.</p> <p>Alterations and repair will be subject to progressive inspection by the inspection department. Discrepancies generated during the process of accomplishing the work involved will be recorded on the appropriate work forms. Discrepancies so recorded will be corrected before the unit is submitted for final inspection. Upon completion of this progressive inspection, the area affected is given a shakedown inspection and after all rework is accomplished and accepted, the inspection will clear the unit for final acceptance.</p> <p>Upon completion of a specific operation, the mechanic will sign off the records using his signature indicating that the item is complete and ready for inspection. The action accomplished to correct a specific discrepancy will be noted under each item on the work order. The inspector will then inspect the item to assure conformance to specifications and established workmanship standards. Functional checks of any system affected by the work involved will be accomplished before final acceptance. Inspection acceptance will be indicated by the inspector's stamp.</p> <p>APPROVED: <u>J. M. Bono</u> General Manager</p>	
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FIGURE 30. RECORD OF INSPECTION (CONTINUED)

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MAINTENANCE INSPECTION-

One-hundred hour and progressive inspections, inspections of amateur built aircraft and aircraft on FAR Section 91.217 programs will be accomplished in accordance with the inspection cards or inspection schedule provided for each specific model aircraft. The inspection paperwork will be supplemented as necessary to cover items to be replaced for time, special inspection items, discrepancies and airworthiness directives. All 100-hour and annual inspection paperwork will comply with FAR Part 43 Appendix D.

No aircraft will be returned to service following an inspection as outlined above until all discrepancies affecting airworthiness have been corrected.

Maintenance supervisors are responsible for screening completed work orders covering work performed in their assigned area to assure that all items on the work order have been cleared, that there are no open discrepancies and that all major work accomplished is covered by approved data. Inspection will recheck to assure compliance with this section.

After work orders have been screened for completeness and accuracy, they are routed to the maintenance manager's office. Such inspection and work records will be retained in active file for a period of not less than two years (as required by FAR Part 145) and then transferred to dead storage for 5 additional years.

CONTINUITY OF MAINTENANCE RESPONSIBILITY

A status book will be provided in the hangar and each shop in which a status report will be entered by each of the lead mechanics informing the next shift of the status of each job not completed. Its purpose is to assure a continuing maintenance responsibility for work in progress.

APPROVED: J. M. Boas
General Manager